CHECKLIST FOR SUPPORT BROKERS

o **Complete application for Support Broker**
  - o The application for Support Broker may be found on the State of Montana DPHHS website at: http://www.dphhs.mt.gov/dsd/ddp/documents/SupportBrokerApplication.pdf

o **Provide Self-Directed Services Coordinator written authorization to view College of Direct Support transcript if already a registered user.**
  - o Written authorization can be sent via an e-mail to the Self-Directed Coordinator

o **Receive College of Direct Support User Account information from Regional Office.**
  - o The College of Direct Supports website is: **http://collegeofdirectsupport.com/mtdd/**

o **Complete required College of Direct Support courses.**
  - o Complete the DDP- SELF-DIRECTION module if required courses have not been previously completed. If not yet assigned, if the Support Broker Candidate already has a user account, the candidate may self-enroll in the module by choosing the eLearning tab at the top of the CDS home page, then choosing the self-enrollment option on the drop-down list. Choose the "your facility: Montana DD Program bullet and the DDP-SELF-DIRECTION module. Other modules listed are also options for self-enrollment, but are not required.

o **Attend DDP Support Broker Training as scheduled by the DDP**
  - o Trainings may be scheduled via DVD through DDP Regional Offices or via website.

o **Complete the Support Broker Examination**
  - o The Support Broker Examination is an open book examination with questions based on information provided through the DDP Support Broker Training and handouts as well as The Support Broker Handbook.
  - o The examination consists of two parts. The first part of the examination is a written examination containing true/false, multiple choice and matching questions.   The test is given by a proctor at the Montana Job Service and is expected to take no more than 90 minutes unless accommodation for special needs have been agreed to in advance. There is a possible 100 points on this part of the examination.
  - o The second part of the examination is a practical take-home exercise in which the Support Broker is presented a situation and will describe appropriate actions to be taken and what assistance would be appropriate for the Support Broker to provide. The Support Broker candidate is allowed one week to complete this part of the examination. This exercise provides a possible extra 5 points to be added to the score achieved on the first part of the examination.
  - o A combined total score of 80 points on both parts of the examination is required to be certified as a Support Broker.